



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 3500.25
POC
2 Oct 96

MARINE CORPS ORDER 3500.25

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TRAINING, EXERCISE, AND EMPLOYMENT PLAN
(SHORT TITLE: MCTEEP)

Ref: (a) Commandant's Planning Guidance of 1 Jul 95
(b) MCTEEP Software User's Manual
(c) OPNAVINST 5510.1H
(d) MCO P7300.20
(e) MCO P3000.13B
(f) MCO 3000.2E

Encl: (1) MCTEEP Officer (MCTEEO)
(2) MCTEEP System Administrator (MCTEEP SA)
(3) Sample Event Types
(4) Required MCTEEP Event Information
(5) Required MCTEEP Unit Information
(6) Assigning Units and Detachments to Events
(7) Standard Reports
(8) LOCATOR SHEET

Report Required: MCTEEP Submissions (Report Control Symbol EXEMPT), IAW paragraph 4a of this Order.

1. Purpose. To provide policy and planning guidance, assign responsibilities and establish data reporting requirements necessary to prepare and submit a Marine Corps Training, Exercise, and Employment Plan (MCTEEP).

2. Background

a. In 1992, at the annual General Officers Symposium, the Marine Corps leadership identified the need for a standard Automated Information System (AIS) to compile and transmit Training, Exercise, and Employment Plan (TEEP) information throughout the Marine Corps, beginning at the Battalion and Squadron level of command. To address this need, the Deputy Chief of Staff (DC/S) for Plans, Policies and Operations (PP&O), Headquarters, United States Marine Corps, initiated the development and implementation of MCTEEP computer software.

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b. From its inception, MCTEEP software was designed to be a commander's management tool, capable of identifying unit, personnel and resource conflicts prior to the execution of training exercises, deployments or actual contingency operations. MCTEEP software was required to provide visibility of unit activity, calculate Deployment Tempo (DEPTempo) and track resources such as personnel, equipment, money and ammunition. Version 1.0 of MCTEEP software was fielded during March of 1995. In July of 1995, reference (a) specifically addressed MCTEEP as a "Planning and execution tool to help the Force Commanders reduce the tempo of operations." Reference (a) also required full implementation of MCTEEP throughout the FMF by 1 January 1996. Version 2.0c of MCTEEP software was fielded to the FMF in January and February of 1996. Version 2.1 was released in March of 1996.

c. MCTEEP software was designed to function on widely available 80386 Personal Computers (PCs) equipped with a minimum of 4 MegaBytes (MBs) of Random Access Memory (RAM). Large scale MCTEEP databases, such as those normally compiled at the Regiment/Aircraft Group level of command (and above), require an 80486 PC with at least 8 MBs of RAM.

3. Information

a. Use of MCTEEP software replaces the manual schedule generation and report activity that was previously employed throughout the FMF. MCTEEP software employs advanced relational data modeling and software technologies allowing users to enter scheduling information regarding the entire scope of current and projected activities.

b. The primary method used to enter information into the MCTEEP database is through "point and click" Windows type data entry workbenches contained in the software. Refer to reference (b) for detailed data entry instructions. MCTEEP is also capable of importing data from other Department of Defense (DoD) AISs such as Exercise Scheduler (EXSCHED), the Unit Diary/Marine Integrated Personnel System (UD/MIPS), the MAGTF Deployment Support System II (MDSS II) component of the Marine Corps MAGTF Logistics Automated Information System (LOG AIS) and the DoD standard Status of Resources and Training System (SORTS). A Predictive Readiness (PR) module is incorporated into version 2.1 of MCTEEP software which uses a SORTS interface to track unit historical readiness ratings. MCTEEP data will be transmitted to higher headquarters via the Global Command and Control System (GCCS) or physical transfer of diskettes. MCTEEP information may be classified due to the identification of units, location of deployment sites and movement of U.S. Naval ships. Authority to make original information classification determination is established in Chapter 6 of reference (c).

c. MCTEEP defines the primary emphasis of the scheduling function as the combination of activities which result in resource utilization over time. Resources are defined as units and their associated personnel, equipment and money. MCTEEP tracks resource utilization over time and depicts entered unit/event participation as it relates to a specified plan. A plan is defined as a group of associated events and units with assigned resources. To construct an aggregate TEEP for any command, data entered into MCTEEP must reflect the operational posture of the command, unit or detachment.

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MCTEEP is designed to support a two-way flow of information within the command hierarchy; up and down the chain of command.

d. MCTEEP can also be used to couple fiscal data to the forces which participate in an event. Joint Mission Essential Task List (JMETL) items, which are satisfied by participation in an event, can also be generated from within MCTEEP. When examined in total, information contained in the MCTEEP database can be used to assess unit readiness at every level of command.

4. Action

a. Operating Forces. A MCTEEP database shall be compiled and submitted quarterly by each combat, combat support, and combat service support unit in the Marine Corps and Marine Corps Reserve. Commanding officers at each level of command shall assign a MCTEEP Officer (MCTEEO) and primary and alternate System Administrators (SAs) in writing to carry out the duties contained in this Order. See enclosures (1) and (2). These assigned MCTEEP personnel shall familiarize themselves with references (a) through (f) and this Order to ensure the timely and accurate submission of MCTEEP data to higher headquarters. At a minimum, a properly compiled MCTEEP database shall contain detailed information regarding scheduled or forecasted events, the units or detachments participating in an event(s), employment dates, geographic locations of an event(s), and on-hand personnel (manning levels) participating in an event. SORTS data, pertaining to "C" readiness ratings, shall be entered into the MCTEEP database to build the foundation of the PR module. Other information which may be entered into the database, such as fiscal, equipment, and ammunition information, may be entered into the MCTEEP database at the discretion of the Commanding Officer. See enclosures (3) through (6) of this Order for basic data entry procedures. Units shall only submit their quarterly MCTEEP database to the higher headquarters responsible for their Operational Control (OPCON), or as directed. Once the MCTEEP database is compiled, Commanders throughout the command hierarchy can access unit information via the Standard Reports menu listed in enclosure (7) of this Order.

b. Deputy Chief of Staff (DC/S) for Plans, Policies and Operations (PP&O), Headquarters, United States Marine Corps

(1) Execute Functional Management (FM) and Life Cycle Management (LCM) of MCTEEP software in concert with the Commander, Marine Corps Systems Command (COMMARCSYSCOM). COMMARCSYSCOM is the Milestone Decision Authority (MDA) for MCTEEP, and will provide the software architecture requirements and hardware requirements for the MCTEEP program. Comply with all applicable DoD acquisition regulations.

(2) In accordance with references (a) through (f) and this Order, collect a quarterly consolidated MCTEEP submission from each Commander, Marine Forces (COMMARFORs), by the first day of January, April, July and October. Information contained in the database must cover the current Fiscal Year (FY) plus two out FYs, and contain the mandatory information delineated in paragraph 4a of this Order. In accordance with reference (c) and this Order,

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MCTEEP data submissions shall be transmitted to HQMC (Code POC-20) electronically using GCCS or physical transfer of diskettes. All MCTEEP data submissions shall be compiled using the most current version of MCTEEP software.

(3) Secure funding for MCTEEP through the Program Objective Memorandum (POM).

(4) Schedule and host an annual MCTEEP policy conference (if required).

(5) Fund and coordinate recurring MCTEEP user training throughout the MARFORs.

(6) Maintain the historical MCTEEP database for two years after the original data submission date.

c. Commander, Marine Forces (COMMARFORs)

(1) In accordance with references (a) through (f) and this Order, implement procedures to ensure quarterly distribution, collection, review, and collation of MCTEEP information from assigned Major Subordinate Commands (MSCs) and other designated units, down to the Battalion and Squadron level of command. Quarterly MCTEEP information compiled throughout the command hierarchy shall cover the current FY plus two out FYs and contain the mandatory information delineated in paragraph 4a of this Order. Out of cycle MCTEEP updates should also be collected from subordinate units when significant changes occur in scheduled or projected events or exercises. All MCTEEP submissions shall be compiled using the most current version of MCTEEP software.

(2) Assign a COMMARFOR MCTEEO. In accordance with references (a) through (f) and this Order, the COMMARFOR MCTEEO shall maintain the COMMARFOR MCTEEP database and provide HQMC (Code POC-20) with a quarterly MCTEEP data submission via GCCS or physical transfer of diskettes. A sample format for the assignment of the MCTEEO, as well as duties to be performed, is provided in enclosure (1).

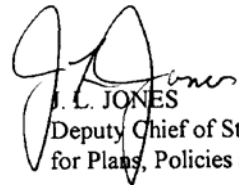
(3) Assign primary and alternate COMMARFOR SAs in accordance with enclosure (2) of this Order.

(4) Maintain the historical MCTEEP database for two years after the original data submission date.

5. Recommendations. Recommendations concerning the contents of this Order are invited. Recommendations will be forwarded to HQMC (Code POC-20) via the appropriate chain of command.

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6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



J. L. JONES
Deputy Chief of Staff
for Plans, Policies and Operations

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MCTEEP Officer (MCTEEO)

1. Discussion. The MCTEEO is the primary MCTEEP liaison between the higher level staff and the subordinate units. The MCTEEO is responsible for the timely distribution, collation, proper security classification, physical security and transmittal of the current MCTEEP database.

2. Duties

a. Initiate quarterly distribution of the MCTEEP database to all subordinate headquarters, collate this information into the current MCTEEP database, verify the accuracy of the information contained in the database and transmit the database to higher headquarters.

b. Ensure that the MCTEEP database contains the mandatory information contained in paragraph 4a of this Order and is examined for proper security classification, IAW reference (c) prior to transmittal.

c. Maintain the appropriate MCTEEP master database for two years after the original data submission date.

d. If applicable, schedule and host a quarterly MCTEEP conference.

e. Coordinate required training for unit and subordinate level MCTEEP users.

3. Assignment. A recommended format for assignment of the MCTEEO is listed on page 2 of this enclosure.

ENCLOSURE (1)

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Sample Assignment Letter for MCTEEP Officers

3500
Code
Date

From: Commanding General/Officer
To: (Name of MCTEEO being assigned)

Subj: ASSIGNMENT AS MARINE CORPS TRAINING, EXERCISE, AND
EMPLOYMENT PLAN OFFICER (MCTEEO)

Ref: (a) MCO 3500

1. In accordance with the reference, you are assigned as the
(unit name) Marine Corps Training, Exercise, and Employment Plan
Officer. You are directed to read and comply with the reference
and the documents mentioned in the reference. You are to execute
all MCTEEP responsibilities and generate reports as required.

Commanding General/Officer Signature

Code
Date

FIRST ENDORSEMENT

From: (Name of MCTEEO being assigned)
To: Commanding General/Officer

1. I have read and understand the reference and all other
applicable MCTEEP publications. I will comply with the
reference and execute all MCTEEP requirements.

MCTEEO Signature

ENCLOSURE (1)

MCTEEP System Administrator (MCTEEP SA)

1. Discussion. The MCTEEP SA is responsible for the installation and maintenance of MCTEEP software within the unit. The MCTEEP SA also controls information access to the MCTEEP database. The MCTEEP SA controls the user access level (Secret, Confidential, etc.) and the user type (SA, Advanced, or Regular user). The MCTEEP SA can edit Reference, User Updatable and Plan Tables. The MCTEEP SA cannot edit System tables or Master Reference tables. Only the software developer, under direction from the MCTEEP Functional Manager, can edit system tables or Master Reference tables. The MCTEEP SA is responsible for clearing MCTEEP software system lockouts which occur due to password problems or misuse.

2. Assignment. A recommended format for assignment of a MCTEEP SA is shown on page 2 of this enclosure. Primary and alternate MCTEEP SAs shall be designated in writing by the Commanding General/Officer of each unit required to compile a quarterly MCTEEP database.

ENCLOSURE (2)

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Sample Assignment Letter for MCTEEP SA

3500
Code
Date

From: Commanding General/Officer
To: (Name of MCTEEP SA being assigned)

Subj: ASSIGNMENT AS MARINE CORPS TRAINING, EXERCISE, AND
EMPLOYMENT PLAN SYSTEM ADMINISTRATOR (MCTEEP SA)

Ref: (a) MCO 3500

1. In accordance with the reference, you are assigned as the (primary/alternate) MCTEEP System Administrator. You are directed to read and comply with the reference and the documents mentioned in the reference. You are to control information access to the unclassified and classified MCTEEP computer databases, assist in MCTEEP database management, and generate reports as required.

Commanding General/Officer Signature

Code
Date

FIRST ENDORSEMENT

From: (Name of MCTEEP SA being assigned)
To: Commanding General/Officer

1. I have read and understand the reference and other applicable MCTEEP publications. I will comply with the reference and safeguard access to the unclassified and classified information contained in the MCTEEP databases.

MCTEEP SA Signature

ENCLOSURE (2)

Sample Event Types

Event types which shall be entered into the MCTEEP database
(current FY plus two out FYs) include, but are not limited to:

DEPLOYMENTS

Marine Expeditionary Unit/Special Operations Capable (MEU/SOC)
deployments
Squadron/Battalion deployments aboard U.S. Naval shipping
Unit Deployment Program (UDP) deployments
Contingency Operations
Counter Drug Operations
CARAT/UNITAS

EXERCISES/TRAINING

Bilateral Training (BILAT)
Capabilities Exercises (CAPEX)
Combined Arms Exercises (CAX)
Events involving U.S. Naval ships and/or landing craft
Exercises which require a platoon sized unit (or larger) to
deploy from home base
Exercises which require a detachment of aircraft to deploy from
home base
CJCS or CINC Exercises which require participation of five or
more personnel
MAGTF Staff Training Program (MSTP)
Mobile Training Teams (MTTs) that deploy from home base
Squadron transitions to new aircraft
Supporting Arms Training Exercises (SATEX)
Type Commander's Amphibious Training (TCAT)
Units assigned as Air Contingency Forces (ACF)
Weapons and Tactics Instructor (WTI) participation
Exercise Planning Conference

INSPECTIONS/EVALUATIONS

Aviation Logistics Management Assist Team (ALMAT) Inspections
Commanding General's Inspection Program (CGIP)
Field Supply Maintenance Analysis Office (FSMAO) Inspections
Marine Corps Combat Readiness Evaluation System (MCCRES)
Evaluations
Marine Corps Command Assist Team (MCCAT) Inspections
Supply Logistics Analysis Program (SLAP) Inspections
Special Operations Capable Exercise (SOCEX) Evaluations

Required MCTEEP Event Information

1. Red check marks on the MCTEEP Event Data Workbench signify information fields that must be filled in by the user in order to construct a TEEP. The following information, for each event, must be entered into the MCTEEP database:

a. EVENT NUMBER. This number is assigned by the unit. Each event shall be assigned a unique event number. Event numbers can be automatically generated to conform to the standard MARFOR event numbering scheme if the numbering scheme is selected in User preferences.

b. EVENT NAME. Self explanatory. Standard event names such as CAX 4-96 or exercise names such as ULCHI FOCUS LENS should be used whenever applicable. See enclosure (3) for suggested event names/acronyms.

c. EVENT LEVEL. Utilize the "Lookup Icon" on the Event Data Workbench screen to activate a drop-down information screen. elect the appropriate level of command that is directing or sponsoring the exercise or event. The event levels available in MCTEEP are:

- (1) JCS/CINC
- (2) HQMC
- (3) MARFOR/MEF
- (4) FLEET/NAVY/MEU
- (5) DIV/WING/FSSG/SRIG
- (6) REG/GRP
- (7) BN/SQDN
- (8) MISC
- (9) OTHER

d. EVENT TYPE. Utilize the "Lookup Function" (press Ctrl+L on the keyboard, click on the Lookup button, or select Lookup from the View menu) to select the appropriate event type from the list provided.

e. PARENT EVENT. If the event you are entering is related to a parent event, utilize the "Lookup Icon" to activate the drop-down window and select the appropriate parent event. For example, an Initial Planning Conference (IPC) for an upcoming exercise will have a separate event number, but it is associated with a parent event (i.e., exercise). If there is no parent event (i.e., the current event you are entering is not part of another event), type zero.

f. CLASSIFICATION. Utilize the "Lookup Function" to select the appropriate classification for the event.

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g. INCLUSIVE START DATES. Enter the start date in the following format: MM/DD/YY, or select the ellipses button (...) to the right of the date box to access a drop-down calendar. Select the month, day, and year and click the green check mark.

h. INCLUSIVE END DATES. Enter the end date in the following format: MM/DD/YY, or select the ellipses button (...) to the right of the date box to access a drop-down calendar. Select the month, day, and year and click the green check mark.

i. LOCATION. Utilize the "Lookup Function" to find the appropriate event or exercise location. With the cursor in the "Geoloc" field, select the "Lookup Icon" or press CTRL "L." Select the drop-down arrow in the "Search By" box and click on the "Geolocation Code Description." In the "Search Character" box, type the location until it appears in the table. Double click on the location to enter it into the "Location" field. The description will appear below the Event Workbench. The data table for these locations is the same table as used in the Joint Operational Planning and Execution System (JOPES), and includes over 45,000 locations throughout the world.

(1) If the location of the exercise is not in the table, select "Unknown" for that area (i.e., UNKN AFGHANISTAN). Be aware that there are multiple location codes available for the same geographic location (for example, CP LeJeune and Camp LeJeune). This is to facilitate software interface with LOG AIS and provide a method of specifically identifying the actual deployment site aboard a large training base. The MCTEEP locations table also includes bodies of water, such as "TUMM PUERTO RICO OPERATING AREA."

(2) MCTEEP software does not currently allow more than one location to be entered into the system for an exercise. Enter the primary area in which the majority of the exercise will take place.

2. Events that satisfy a Joint Mission Essential Task (JMET) should have this information annotated by use of the ancillary "JMET" tab at the bottom of the Event window (when selected, the "JMET" window will appear). The "Event" and "Event Number" will be filled in from the information currently contained on the Event Workbench. The "JMET" window contains fields for the Universal Joint Task List (UJTL) code and description. Click on the "Create Record" button. Using the Lookup, select the appropriate JMET from the table. The code will be filled in. The description will automatically fill in once the record is saved.

3. The accurate and timely entry of fiscal information into the MCTEEP database will aid the commander in the management of the unit budget. Historical and projected expenditures should be entered into the MCTEEP database for the current FY plus two out FYs. To enter fiscal information, select the "Assign Fiscal" button on the Event Workbench. The Fiscal Window will appear, displaying the event name and number at the top of the screen. (Note: there must be units previously assigned in order to enter fiscal data). Two tabs, "Actual" and "Budgeted," appear at the bottom of the screen for entering fiscal information. The following fields are displayed in the fiscal grid:

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a. UNIT NAME AND DETACHMENT. The unit name and detachment will automatically appear in the grid.

b. ORGANIZATION. An 18 character name for the organization funding the unit or detachment. The field contains a Lookup capability that enables searches to be conducted by "Organization", "UIC" or "Organization description." Once selected via the search, the information may be transferred to the organization field.

c. OC. The Object Class, derived from Standard Accounting, Budgeting and Reporting System (SABRS), defines a broad area cost type. This field may be left blank.

d. SOC. The Sub Object Class field, also derived from SABRS, may be left blank, examples of various entries are:

<u>OC</u>	<u>SOC</u>	<u>LONG NAME</u>
00	00	Unfinanced Pay Raise
21	A0	Recruiting
21	A4	Recruiting Per Diem
21	A5	Recruiting Commercial Travel, POV, Air, Rail, etc.
22	01	MAC Cargo
22	02	MAC SAAM
22	03	MSC Cargo
22	05	Commercial Air
22	06	Commercial Ships
22	07	Commercial Land
22	08	Other Transportation
ZZ	Z0	Allocated Cost Credit
ZZ	Z1	Allocated Cost Debit

e. COST TYPE. An alphanumeric cost type code for a specific dollar amount, coupled with a type of money category (i.e., Blue, Green or Purple). Various entries available from the associated Lookup table are:

2731	ATT/BUE
2731	BIL/BUE
2731	IDT/GREEN
2732	ADSW/PURPLE
27AO	EXSPT/GREEN
27AO	TAD/PURPLE

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(1) To add a column (for a cost type/money type combination), select the "Add Column" button. To delete a column, select the "Delete Column" button. Running totals for the Total Green, Total Purple, Total Blue and Total Event are shown on the table grid. A Unit Total is the last column in the table grid. This column displays the total money budgeted for the unit participating in that event.

(2) Fill in the dollar amount associated with the unit/detachment/event/cost type/money type combination. Use the Fiscal Window in the Unit Workbench to change dollar amounts.

(3) To print a report of the fiscal data from either the Event or Unit Workbench, select the "Print" button.

(4) To save fiscal data, select the "Save Data" button .

(5) To save fiscal data and exit the fiscal window, select the "OK" button.

ENCLOSURE (4)

Required MCTEEP Unit Information

1. Unit and detachment information is entered into the MCTEEP database by use of the Unit Data Entry Workbench. The Workbench displays unit data in the form of a unit designation and a Unit Identification Code (UIC) at the top of the screen. Unit information is promulgated by HQMC (Code POC-30) and coded into the software by the MCTEEP developer as reference data prior to software release. Users may modify this data, with the exception of the UIC and parent UIC fields. These fields can only be modified by the MCTEEP software developer upon the direction of the MCTEEP Functional Manager at HQMC, including their addition, deletion or modification. The following information is also displayed on the Unit Workbench:

a. UNIT NAME. Self explanatory.

b. PARENT UIC. The UIC of the parent command of the unit.

EXAMPLE: The UIC for II MEF is M20130. The parent command for II MEF is MARFORLANT (UIC is M20000).

c. SERVICE. Identifies the Armed Service of the unit.

d. THE GANTT LABEL FIELD. Allows users to enter up to 8 characters onto the Gantt display.

e. ACTIVE. This box will have an "X" in it to identify each UIC as an active unit, vice a deactivated unit. If a unit is deactivated, it will not appear as part of the unit hierarchy in the Gantt display.

f. HOME STATION. Geographic location for the home base of the UIC.

g. UTC. Unit Type Code, a description of the UTC appears to the right of the code.

h. COMMANDING OFFICER. Enter the rank and name of the Commanding General or Commanding Officer for the unit. This field is limited to 50 characters.

i. REMARKS. Selecting the "Remarks" button opens the Remarks window. This window field will hold up to 255 characters and can be used to describe anything about the unit that is desired.

2. Detachment data appears below the Unit Data in the Unit Workbench. "Inclusive" detachments represent entire unit strength (the inclusive detachment equals the unit). The software developer has created an inclusive detachment for every

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unit listed in MCTEEP. The inclusive detachment should never be deleted. Other detachments may be created that will account for only part of the unit's manning level. These detachments should be given unique detachment names related to the event such as DET CAX 5-96. Detachments may also be assigned to more than one event. The following information appears in the Unit Detachment section of the Unit Workbench:

a. DETACHMENT NAME. The unique detachment name (DET CAX 6-96). No quotations or apostrophes can appear in the name. The inclusive detachment will appear with a blue background.

b. DET UTC. The detachment's Unit Type Code.

c. DET HIERARCHY. The Unit Detachment window allows the user control over sorting when displaying peer detachments in the Unit orientation of the Gantt display. Detachments may be numbered as appropriate.

d. COLOR AND PATTERN FIELDS. These fields and their associated Lookup tables permit units/detachments to be depicted on the Gantt display in a customized fashion (pattern and color) at the discretion of the user.

3. There is a table grid at the bottom section of the screen. The name of the current table in the grid appears as a tab at the bottom right. For the inclusive detachment, which represents the entire unit, the five tabs are: AD/OPCON, Qualification, Equipment, SORTS and Ammo. To assign information regarding the unit, select the "Inclusive" detachment. For any detachment other than inclusive, only the AD/OPCON tab will appear.

a. ADCON/OPCON. The "AD/OPCON" tab displays all AD/OPCON assignments for the unit. Assignment cannot be made from this grid. The user must go through the assign AD/OPCON window. The fields are:

(1) ADCON/OPCON. This field has three values. One (1) indicates that the unit has been OPCONNed, two (2) indicates that it has been ADCONNed and three (3) indicates that the unit has been AD and OPCONNed to another unit for a specific period of time.

(2) CON START DATE. Beginning date that a unit is OPCONNed or ADCONNed.

(3) CON END DATE. Date control is returned to the permanent parent unit.

(4) AD/OPCON PARENT. Parent unit for the detachment.

ENCLOSURE (5)

b. QUALIFICATION. The Qualification tab provides the capability to report information on the type of inspection, the date of qualification and the date that the qualification expires. Examples of qualifications which may be reported in MCTEEP are:

Special Operations Capable qualification
Passed MCCRES
Weapons Tactics Instruction completion
Mountain Warfare Training completion
CAX participation
Passed FSMAO visit
Passed IG
Jungle Warfare qualified
TRUE completion

c. EQUIPMENT. The Equipment tab enables the user to input the National Stock Number (NSN), NSN Configuration, Quantity, Item ID, Nomenclature and Description NSN of all major equipment that the unit owns and maintains. Automated Lookups can be utilized to select the appropriate item of equipment from the underlying reference data.

d. SORTS. Current SORTS procedures are delineated in reference (e). The SORTS tab reveals a grid with data entries required in the following fields:

(1) RICDATE. Date of change for a type of rating.

(2) TYPERAT. A letter of the alphabet which relates to the type of readiness rating. This field has a Lookup capability which contains the following rating types and description:

P Personnel
R Equipment Condition
S Equipment/Supplies
T Training

The table contains search criteria by rating type to facilitate rating selection.

(3) RATING. The percentage rating for the given UIC, rating type and type of rating. This information will be used to determine readiness category levels. Category levels range from C-1 through C-4 and indicate the degree to which a unit has achieved prescribed levels of personnel, equipment and training readiness. In MCTEEP (as in SORTS), C-1 is equivalent to 100-90%, C-2 from 89-80% and so on through a rating of C-5. A C-5 rating must be approved by HQMC (Code POC-30). This number should be entered as a whole number (i.e., 80=80%).

(4) READY. This is the overall category level resulting from the transaction expressed as a "C" level. The percentage in the Rating field corresponds to the "C" level. It is usually equal to the lowest category level among the four rating types. Valid choices are C-1 through C-4.

e. AMMO. The Ammo tab is similar to the Equipment tab.

(1) The fields displayed are NSN, NSN Configuration, QTY Alloc, QTY Expended, Inventory Date, Item ID, Nomenclature and Description NSN. Inventory date is the date on which the ammunition was allocated to the unit. QTY Alloc indicates the quantity of ammunition allocated. QTY Exp indicates the quantity of ammunition expended. Nomenclature and Description NSN are the long name and description for the NSN.

(2) A Lookup capability is available for the NSN, NSN Configuration, Item ID, Nomenclature and Description NSN fields. Searches on the table may be conducted by NSN, Discription NSN, Item ID, Nomenclature, JCS Cargo Category, LM2, Model Number, Supply Class and Supply Subclass.

4. There are four buttons which appear in the middle of the screen. These represent ASSIGN EVENTS, ASSIGN MANNING, ASSIGN FISCAL AND ASSIGN AD/OPCON FUNCTIONS.

a. ASSIGN EVENT. Select the "Assign Events" button to activate the "Assign Events" screen. Unit/detachment information will be displayed at the top of the screen. A list of available events is displayed on the left. Locate and highlight the desired event. To see more detail regarding that event, right click on the event. Use the arrow key that points to the "Currently Assigned Events" field on the right to move the event. Click on "Assign" to complete the process and to return to the Unit Workbench.

b. ASSIGN MANNING. The manning information entered into the MCTEEP database is crucial to the correct calculation of DEPTempo. Manning data for the inclusive detachment must be entered at the lowest reporting unit level in order to aggregate the information upwards through the command hierarchy. Select the "Assign Manning" button to access the Manning Window from the Unit Workbench. The Manning Window will show an expanded unit hierarchy on the left side of the screen. The date at the top of the screen indicates that the hierarchy and manning data correspond to that date. This date can be changed in order to view manning data for different dates. Manning data for the current unit detachment must be entered into the Current Detachment Manning section. Fill in the following fields:

(1) MANNING TYPE. Defines the various ways that manning can be expressed for a unit. The field contains a Lookup table that delineates manning types by actual personnel strength on hand, MIPS, SORTS, staffing goal and T/O (peacetime or wartime T/O). Precise calculation of DEPTempo requires that actual personnel manning numbers be entered into the database.

Manning data for the inclusive detachment must be entered at the lowest reporting unit level. MCTEEP will aggregate the numbers as the information flows upward through the command hierarchy. The manning grid at the bottom of the screen is for viewing data only. All data entry must take place in the Current Detachment Manning area.

(2) NUMBER OFFICERS. Self explanatory.

(3) NUMBER ENLISTED. Self explanatory.

(4) EFF DATE. The date the manning is effective.

(5) SERVICE. The specific Armed Service that personnel within the unit belong. The field contains a Lookup table that also contains a Service description and a LOG AIS Service letter.

c. ASSIGN FISCAL. Accurate and timely input to the Fiscal table is crucial for historical and projected budget calculations. Fiscal information should be entered into the MCTEEP database for the current FY plus two out FYs.

(1) The "Assign Fiscal" button will only be visible while in the inclusive detachment. Also, fiscal information for the unit participating in an event must already have been entered into the Event Workbench.

(2) Select the "Assign Fiscal" button from the Unit Workbench. The Fiscal Window will appear, showing fiscal data for that unit detachment (cost types, type of money, actual and budgeted amounts). Only the amounts in the cost type/money type fields may be edited. All other edits must take place from the Event Workbench. See enclosure (4).

d. ASSIGN AD/OPCON. Administrative or Operational Control (AD/OPCON) of units can be assigned through the Unit Workbench. Select the "Assign AD/OPCON" from the Unit Workbench. Select the start and end dates for the assignment. The "Assign AD/OPCON" Window will appear. Select a unit or units from the list of available units. Select the down arrow button to move them to the "UIC Selected" box. The parent unit will default to the current unit.

(1) In the "Control Selection" box, select whether the unit will fall under the "Administrative" or "Operational" Control of the parent unit. Only one type may be selected.

(2) Select the start and end dates for the "Administrative" or "Operational" control in "Control Dates" box. The dates that were initially selected upon accessing the Window will be the default dates. If different dates are required, type in the dates using MM/DD/YY format, or select the ellipses button (...) and use the drop-down calendar.

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(3) Select the "Assign Unit" button to save the "Assign AD/OPCON" assignments. The AD/OPCON assignments will appear in the AD/OPCON grid for the assigned units (not the parent unit).

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Assigning Units and Detachments to Events

1. There are two methods used to assign units and detachments to events in MCTEEP. A unit/detachment may be assigned to an event via the Event Workbench or via the Unit Workbench.

a. EVENT WORKBENCH METHOD. From the Event Workbench on the "Required" tab, select the "Assign Units" button. The Force List for the selected event will appear. An expandable unit hierarchy is available for unit/detachment selection.

(1) Using the mouse, left click on a unit to select it. Once the unit is selected, it can be dragged to its proper location and dropped into the Command Element (CE), Ground Combat Element (GCE), Air Combat Element (ACE) or Combat Service Support Element (CSSE) portion of the screen.

(2) Click on the "Assign" button to complete the process and return to the Event Workbench.

b. UNIT WORKBENCH METHOD. See enclosure (5) of this Order.

c. LINKING UNITS, EVENTS AND RESOURCES. The "Unit Det Event" portion of the Unit Workbench, Unit Detachment Window, allows Ammunition, Billeting, Equipment, Messing, Fiscal and Transportation information pertaining to a detachment participation in an event to be entered into MCTEEP. The detachment must be assigned to participate in an event (see enclosure [5]) before you may add this ancillary data. The "Unit Det Event" Window is activated by selecting the tab at the bottom right corner of the Unit Workbench. The "Unit Det Event" Window at the bottom of the Unit Workbench displays unit, detachment and assigned event information. Only start and end participation dates can be edited in this portion of the screen. Ancillary tabs associated with resource information are displayed at the bottom of the Window.

(1) AMMO. This table is for entering ammunition that the detachment is taking to the exercise. Only the ammunition that has been assigned to the inclusive detachment (the entire unit) will appear in any of the Lookups. The fields and appropriate entries are as follows:

(a) NSN. The National Stock Number of an item or record.

(b) NSN CONFIGURATION. The configuration for the item or record.

(c) QTY ALLOCATED. The amount of ammunition needed for the unit participating in the selected event.

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(d) QTY EXPENDED. The amount of ammunition expended for the unit participating in the selected event.

(e) ITEM ID. Contains the Table of Authorized Material (TAM) control number for the NSN.

(f) NOMENCLATURE. Contains the description of the item.

(g) DESCRIPTION NSN. Is the long description for the NSN.

(h) AMMO TABLE. Has a Lookup capability that enables searches to be conducted by NSN, Description NSN, Item ID, Nomenclature, JCS Cargo Category, LM2, Model Number, Supply Class and Supply Subclass. Once a search has been completed on one of these fields, the data may be transferred to the Ammo table with the exception of the Quantity Expended field.

(2) BILLETING/MESSING/OTHER. These tables are very similar and will be discussed together. The fields and appropriate entries are as follows:

(a) BM START. This is the start date that the unit or detachment will be utilizing the messing or billeting resources at a given location.

(b) BM END. This is the end date that the unit or detachment will be utilizing the messing or billeting resources at a given location.

(c) RESOURCE. This refers to a resource name. It can be specified by the user so as to be understood in relation to a given geolocation (i.e., Training Area 2). New resources must be added to the Resource table itself before they can be used in data entry.

(d) GEOLoc CODE. This is a unique four letter code used to identify a specific location or area or the location of a specified resource. Utilize the Lookup function to select the appropriate geolocation code.

(e) PERSONNEL COUNT. This is the number of personnel in the unit or detachment that will utilize the resource. This number should not exceed the total number of personnel assigned to the unit or detachment.

(f) THE BILLETING TABLE. Has a Lookup capability that enables searches to be conducted by Resource, Resource Type or Geoloc Code. Once selected, the information will be transferred to the Resource and Geoloc Code fields. The remaining three fields must be filled in by the user. The Messing table has a similar table related to messing information. The "Other table" is for assigning resources other than billet or mess designations (i.e., rifle ranges).

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(3) EQUIPMENT. The Equipment table differs from the Ammo table in that it contains a Quantity Equipment field versus a Quantity Expended field. Also, the Equipment table is structured to receive an equipment import via MDSS II of LOG AIS. Like the Ammo table, the Equipment table has a Lookup capability that enables searches to be conducted by NSN, Description NSN, Item ID, Nomenclature, JCS Cargo Category, LM2, Model Number, Supply Class or Supply Subclass. Once a search has been completed on one of these fields, and the correct record is selected, the data will be transferred to the Equipment table with the exception of the Quantity Equipment field. Only equipment that has been assigned to the inclusive detachment of that unit will appear in the Lookup. The fields and appropriate entries are as follows:

(a) NSN. The National Stock Number of an item or record.

(b) NSN CONFIGURATION. The configuration for the item or record.

(c) QUANTITY EQUIP. The quantity of the particular piece of equipment being used by the unit detachment for this event.

(d) ITEM ID. Contains the TAM control number for the NSN.

(e) NOMENCLATURE. Contains the long name for the NSN.

(f) DESCRIPTION NSN. Is the long description for the NSN.

(4) TRANSPORTATION. This information is most easily supplied by a Timed-Phased Force and Deployment Data (TPFDD) import from MAGTF II. The data can be entered manually as well. The fields and appropriate entries are as follows:

(a) ULN. Unit Line Number; a unique number describing a discrete slice of the overall transportation picture.

(b) POO. This is the geographic location of the Port of Origin. This field has a Lookup table that can be searched by Geolocation Code, Geolocation Code Description, Airport Identification Code, Installation Type Code, Latitude, Longitude, Geolocation Command Area Code, Geolocation Country State Abbreviation or Country State Code.

(c) POO RLD. Point of Origin Required Load Date. Use the drop-down calendar accessed by the "Lookup Icon" to enter this information.

(d) POE. Point of Embarkation. Use the drop-down calendar accessed by the "Lookup Icon" to enter this information.

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(e) POE RDD. Required Debarkation Date. Date of embarkation to final destination.

(f) POD. This is the geographic location of the Port of Debarkation. This field has a Lookup table that can be searched by Geolocation Code, Geolocation Code Description, Airport Identification Code, Installation Type Code, Latitude, Longitude, Geolocation Command Area Code, Geolocation Country State Abbreviation or Country State Code.

(g) POD LAD. Port of Debarkation Last Arrival Date. Self explanatory.

(h) STONS. Short Tons of equipment being transported.

(i) OFFICERS. Number of Officers being transported under a particular ULN.

(j) ENLISTED. Number of Enlisted personnel being transported under a particular ULN.

ENCLOSURE (6)

Standard Reports

1. There are fifteen Standard Reports which can be generated from within the MCTEEP database. These reports provide summary information for the commander regarding operational posture and expenditure of resources.

a. AMMUNITION REPORT. The Ammunition report provides information regarding the type and quantity of ammunition that is allocated or was expended for a selected event for a specified unit.

b. DEPLOYMENT TEMPO REPORT. This report supplies information on the percentage of a given time period that a unit is deployed away from its home station.

c. GANTT REPORT. The Gantt report is a printout of the Gantt display according to user specified criteria. The report will print what is currently displayed on the screen. Apply filters to see specific data before running the report.

d. EVENT SUMMARY REPORT. The Event Summary Report provides useful event summary information on selected events contained in the database.

e. EQUIPMENT REPORT. This is a printout of all of the equipment that a given unit is taking to a selected event. The report lists specific information about the event, the unit selected and any equipment assigned to the unit for the given event. Information includes NSN, Item Identification, Item Quantity and Nomenclature.

f. MAP REPORT. This report allows the user to display the current or projected location of forces superimposed on a digitized map of the world.

g. FORCE LIST REPORT. This report will generate a list of all of the units involved in a given event. A unit listing by MAGTF hierarchy will be produced.

h. MOVEMENT REPORT. The Movement report generates transportation summary information for units participating in selected events.

i. PERSONNEL REPORT. This report lists the number and type of personnel for a given unit, its detachments and their participation in corresponding events.

j. SORTS REPORT. The SORTS report provides the readiness percentages of a unit for personnel, training and equipment.

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k. TRAINING REPORT. The Training report provides information as to where a unit may be assigned to billet or mess during a specific exercise.

l. UJTL/JMET REPORT. This report provides a list of the JMET requirements that have been satisfied by unit participation in an event.

m. TEEP SUMMARY REPORT. This report provides overall summary event and force list information.

n. MANNING REPORT. This report lists the actual number of Officers and Enlisted personnel in the inclusive detachment of the unit selected and all of its subordinate units.

o. FISCAL SUMMARY REPORT. This report summarizes fiscal information by unit and cost type for selected events.

2. Formatting Reports. All of the Standard Reports can be accessed via the "Tools" menu, "Standard Reports" option. Once a report is selected, a "Reports Criteria" screen appears to facilitate report production. Once generated, a report is visible in MCTEEP and may be printed if desired. The report may be saved to EXCEL, TEXT, LOTUS 123, COMMA DELIMITED, DATA INTERCHANGE or QUATTRO PRO. A filter capability is available for all reports except the Gantt report. To print a Gantt report, the user must select an appropriate filter (i.e., apply a filter) prior to printing the report.

a. PERSONNEL, AMMUNITION, EQUIPMENT, MAP, MOVEMENT AND TRAINING REPORT PRODUCTION

(1) At the Reports Criteria screen, select the "Select Events" button and select the events desired from the "Available Events" List. Select the red arrow pointing down to move the selection to the "Selected Events" portion of the screen. Select the "Done" command button.

(2) Next, select the "Select Units" button. A Unit/ Detachment List appears. Scroll through the list until the unit is located. Highlight and select the red down arrow to move it to the "Selected Units/Detachments" portion of the screen. Select the "Done" command button.

(3) Select "Run Report." The report will appear on the computer screen and is available to print or save.

b. FORCE LIST, EVENT SUMMARY, TEEP SUMMARY AND JMET/UJTL REPORTS. For these reports only the "Select Event" function is available. Otherwise the above instructions apply.

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c. SORTS. For the SORTS report, only the "Select Unit" function is active. Also the "Other Criteria" screen differs from the majority of the other reports in that it allows further delineation of the report by Personnel, Training, Equipment and Supplies, and Resource Equipment Condition SORT types. There is also a start and stop date entry necessary to run this report.

d. DEPLOYMENT TEMPO REPORT. For the Deployment Tempo Report, only the "Select Unit" function is active. The "Other Criteria" screen permits selection based on Permanent, Administrative or Operational Control of the unit. Additionally, Deployment Tempo can be reported by actual personnel strength on hand, MIPS, SORTS, staffing goal and T/O (Peacetime or Wartime T/O). Start and stop date criteria are available. Accurate Deployment Tempo information can only be produced if accurate manning levels, deployment dates and geolocation codes are entered into the database and verified for accuracy throughout the command hierarchy.

e. GANTT REPORT. This report differs from the other Standard Reports in that the report criteria are specific to this report. When the Gantt report is selected, a "Gantt Print Setup" appears. The start and stop dates for the data contained in the report must be entered. The time scale from day/week through a year must also be specified. No unit/event orientation is necessary. MCTEEP will print the current view of the Gantt display based on the parameters entered. The orientation (unit or event), time scale, applied filter and sort order will determine what, how much and in what sequence the data will be displayed.

f. FISCAL SUMMARY REPORT. For the Fiscal Summary Report, the "Select Events" and "Select Costs" buttons are active. The cost/money type combination must be selected before the report is generated. Up to eight cost/money types may be selected.

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LOCATOR SHEET

Subj: MARINE CORPS TRAINING, EXERCISE, AND EMPLOYMENT PLAN
(SHORT TITLE: MCTEEP)

Location: _____
(Indicate location(s) of copy(ies) of this Order)

ENCLOSURE (8)